

Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.

Our Values: Success – Collaboration – People – Positivity

Position:	On-Line Support Associate
Location:	Alcott – Treasure Chest
Wage:	\$9.00/ hour + Benefits (Medical, Dental, Vision, Life Insurance, PTO and 403 (b))
Classification:	Full-time Associate
Number of Openings:	1
Hours:	M-F 8-4:30 some weekends
Submit Applications To:	http://www.goodwillswmi.org/2016/05/13/treasure-chest-online-support/

Job Duties include but are not limited to:

- Identify appropriate objects to sell via on-line operations and retail outlets
- Photograph Treasure Chest and clothing items for online posting
- Research, price and post Treasure Chest items, Amazon books and clothing for on-line sales
- Assist with pricing, filling orders and shipping for on-line orders
- Perform any additional duties as assigned by management

Qualifications include but are not limited to:

Demonstrated competence in computer use
 Ability to perform internet searches using a variety of search engines
 Ability to post items for sale on a variety of websites
 Ability to determine value of items using written and online research
 Knowledge of the antiques and collectible fields
 Demonstrated competence in recognizing antiques and collectibles
 Demonstrated skill in using digital camera
 Experience working in the antiques and/or collectible field preferred
 High school diploma or equivalent preferred
 Must be able to lift 35 pounds repeatedly, reaching, bending, twisting; extended periods spent standing
 Must pass a pre-employment drug screen and theft-related background check

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.